



## Standard Operating Procedure Refuse Disposal Division

**REFUSE  
DISPOSAL  
DIVISION**

### Emergency Procedures

## Accident Follow-up

Once the Disposal Site Supervisor has assessed the situation, it becomes the responsibility of the Landfill Superintendent to ensure the First Line Supervisor complies with the following:

1. Begin a complete investigation of the accident, as soon as possible. Include photographs, as well as the occurrences up to the time of the accident.
2. Interview all witnesses to the accident and persons involved in the accident.
3. Make a determination as to the cause of the accident, following a thorough investigation.
4. Complete and file the appropriate accident report forms with City personnel.
5. Take corrective steps to ensure that the same type of accident will not reoccur.  
\*Note – Such corrective steps may result in the repair of faulty equipment, installation of safety equipment, or instruction of personnel in safe operating procedures.
6. Follow-up to ensure that proper safety precautions are being taken.

**\*All unsafe practices will be called to the attention of the employees.**

*Environmental Management System (EMS) –ISO 14001*

*PROCESS MAP #: N/A*

### **Benefit of Compliance to Procedure:**

- Maintain a safe work environment

### **Consequence of Non-Compliance to Procedure:**

- Frequent, repeated accidents
- Legal action
- Disciplinary action

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